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15 May 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Name Tracing Training

1. DDP/TRO, C/SG, C/RID, and a representative of C/CI/R&A met on 14 May 1963 to discuss a recommendation of C/SG for a name tracing course. The proposal was for a separate course to teach name tracing. The idea for such a course stems from student critiques in the Records Officer Course, based especially 25X1A9a on one written by [redacted]. The meeting discussed whether training in name tracing should be handled in a separate course, or as parts of courses already being given. It was noted that name tracing was taught to a greater or lesser degree in Administrative Procedures, CI Familiarization, CI Operations, Operations, and the Records Officer Course. The meeting also discussed whether such training could be handled by OTR, or whether name tracing was so specialized that only CS personnel could teach it.

2. The CI Staff representative emphasized that the Records Officer Course should remain open to students other than Records Officers; that any training in name tracing would have to be based on at least a review of the records system and that emphasis in any name tracing course should be on practical name tracing. He also further suggested that for those students whose present assignment involves name tracing, actual name tracing for their component could be performed under the supervision of the course instructors.

25X1A9a

3. DDP/TRO will call a meeting of CI/TRO [redacted] and 25X1A9a RID/TRO [redacted] to draw up a proposed agenda for a Name Tracing Course. This group will rely heavily on the experience 25X1A9a and advice of CS name tracers such as [redacted] Once the curriculum is more-or-less agreed on, the proposal will be referred back to C/SG, C/RID, and C/CI/R&A for consideration.

25X1A9a [redacted]

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